

# The Funeral Home Inspection Process in South Carolina:

IS IT ADEQUATE, ACCURATE, AND IN COMPLIANCE WITH THE  
PRACTICE ACT?

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SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION

FEBRUARY 25, 2019

**Introduction:**

The South Carolina State Board of Funeral Service (the Board), whose practice act is in the South Carolina Code of Laws, Title 40, Chapter 19, and whose regulations are located in Chapter 57, is one of more than 40 professional licensing boards whose administrative functions are included under the umbrella agency, The South Carolina Department of Labor, Licensing and Regulation (LLR). The Board consists of eleven members appointed by the Governor for terms of three years, or until their successors are appointed. Those members include nine professional members, who are licensed as funeral directors and/or embalmers in this state and have practiced for at least five years, and two public members, who are not connected with a funeral service establishment. All members must be residents of the State for not fewer than five years preceding the date of their appointment.

The mission of LLR is to promote the health, safety and economic well-being of the public through regulation, licensing, enforcement, training and education. Inspections help the Agency further its mission by making sure that the funeral establishments meet the requirements to operate in South Carolina, which includes some safety standards. Inspections also serve as opportunities for South Carolina State Board of Funeral Service inspectors to educate licensees in order to help them be and remain compliant with statute and regulation

South Carolina Section 40-19-265 requires funeral establishments to submit to and successfully pass an inspection approved by the board in order to be granted the initial permit to operate while Section 40-19-230(F) requires funeral establishments to pass an inspection of the board in order to renew the licenses.

**Problem Statement:**

Funeral Board inspectors work hard to make sure funeral establishments in South Carolina are in compliance with statutes and regulations and to educate licensees, but there is little to no documentation of what they do when they inspect establishments, little to no action taken when an inspection uncovers violations, and no real guidance from the Board on what constitutes a passing inspection or a failed inspection. Better documentation of inspections, clear guidelines on what should be a passed or failed inspection, and the ability to act in an appropriate manner if a funeral establishment either has repeated violations or a violation needs immediate action from the Board or Agency.

**Date Collection and Analysis:**

When I first began the process of gathering data to analyze and help me determine whether or not the South Carolina State Board of Funeral Service's inspections processes were adequate to help protect the public, I quickly learned that the guidelines the inspectors used were outdated, sometimes arbitrary, often subjective, and lacked much of any documentation. Numbers collected by ReLAES, the in-house database system, were meaningless on their own, lacking any information that would make the numbers meaningful without speaking directly to the inspectors about individual inspections or permitted funeral establishments. For example, in its annual report for fiscal year 2018, the South Carolina Department of Labor, Licensing and Regulation reported that there were 578 total funeral establishments, which include parent funeral establishments, chapels, branches, crematories, and retail sales outlets, permitted in South Carolina while there were 596 inspections (see Appendix A). I wrongfully assumed that

the discrepancy in these two numbers was simply because of new facilities, where one license ceased and a new one began, or because a few funeral homes required a second inspection for one reason or another, but there was really little to no way to know the reason for every inspection without an inspector's help.

A funeral establishment, as defined in Section 40-19-20(12) is:

(12) "Funeral home", "funeral establishment", or "mortuary" means an establishment where the practice of funeral service and embalming is practiced. All of these establishments must include the following facilities:

(a) a chapel or parlor in which funeral services may be conducted;

(b) a preparation room equipped with a sanitary floor and necessary drainage, ventilation, necessary approved tables, hot and cold running water, and a sink separate from table drainage, instruments, and supplies for the preparation and embalming of dead human bodies;

(c) a room containing a displayed stock of at least six adult caskets and other necessary funeral supplies;

(d) at least one motor hearse for transporting casketed human remains.

A branch funeral home, as is defined in Section 40-19-20(5) means an establishment separate and apart from the licensed parent funeral home that has an embalming facilities, a chapel, a lay-out room, or a sales room, or any combination of these.

A crematory, defined in Section 40-19-20(7), means an establishment in which a dead body is reduced to residue by intense heat.

Finally, a retail sales outlet, defined in 40-19-20(20), is an establishment that sells funeral merchandise, to include things such as caskets, cremation caskets, urns, and burial clothing, at an at-need basis directly to the public. Retail sales outlets may not contain a lay-out room or chapel, and one cannot engage in the practice of funeral service, outside of at-need merchandise sales, in a retail sales outlet.

All four of these require permits under Section 40-19-265, and all four require inspections under that same section. For a more complete list of definitions, see Section 40-19-20 of the South Carolina Code of Laws (Appendix B).

When asking why the data in ReLAES was relatively meaningless, I was presented with the inspection report as it appears in that system, which is the inspection report the Board's inspectors were using in the field (Appendix C). Under the Violations and Warnings Section, inspectors have an option of scrolling through dozens of possible inspection guidelines. It is a time-consuming, cumbersome process, where the inspector may or may not find what he needs to document, with the result that is often not used. The inspectors find it much more efficient to use the inspector comments box under the Report section, but in order to get meaningful data about non-compliance there, one would have to review every single inspection report for each establishment, and sort through many comments that simply state that the establishment is compliant. There is no checklist in the ReLAES report for inspections to document that inspection items were reviewed and that the establishments had the required things to pass an inspection,

but the inspectors did keep a laminated version of an old inspection form with them and used that as their guide when inspecting (Appendix D).

When looking at what constitutes a passed inspection, I found that it was something really at the inspector's discretion. It seemed that if an establishment had most requirements, and the conditions of the equipment and surroundings were acceptable to the inspector, the inspector would deem the inspection a pass. If the inspection was deemed a fail, there was no procedure in place for the Board to be able to act. I reviewed meeting minutes of the South Carolina State Board of Funeral Service going back more than ten years and was unable to find any direction from the Board regarding what a passed or failed inspection is, or is not, and how failed inspections should be handled. I was able to find discussions of inspection criteria or recommendations, but not everything involved in discussed recommendations falls within the Board's statutory or regulatory authority. We needed to fix that, and that became the focus of this project.

One of the first things I did was request that the Board appoint a committee to help me review the inspection guidelines and procedures, determine what a pass is, what a fail means, and what to do about these things. The Board approved this committee, which consisted of two sitting board members, the two inspectors, the Chief Inspector, the Assistant Deputy Director over the Office of Investigations and Enforcement, the Board's advice counsel, the Board's disciplinary counsel, and me, the Board's Administrator. We met twice, first on October 4, 2018, and again on December 5, 2018. Over the course of those two meetings and the time leading up to presenting the Inspections Committee report to the Board at the February 20-21, 2019, meeting, we analyzed the inspection guidelines the inspectors were using, determined what they

had the authority to inspect, discussed suggested guidelines for things required in regulation but not specifically defined, discussed pass/fail parameters and what to do with failed inspections, and discussed ways to better document inspections.

As I prepared for the process of going through inspections with the Committee, I went through the inspection guidelines, as outlined on the old paper form (Appendix D) inspectors were using as their roadmap, I went down the list line by line and found the statutory or regulatory authority for each inspection item. If I found there was no specific authority, I noted this to discuss with the Inspections Committee. During the Committee meetings, we determined which items to keep, re-labeled the sections on a new form, and created a section called, “General Information,” to include items that we would like establishments to have, but would not be a factor in passing or failing inspections. From the recommendations of the Committee, I created a new inspection form (Appendix E) to present to the Board.

For the purpose of this project, the Committee concentrated on the inspection guidelines for a parent funeral establishment and branch funeral home. Retail Sales Outlets inspection guidelines were reviewed and updated by the Board at their March 19-20, 2015 meeting, and states that they have their merchandise price list readily available and their permit on display. Crematory inspection guidelines already mirror the requirements in Regulations 57-14.1 and 57-14.2.

The Inspections Committee discussed what it means to pass an inspection of the Board as is required in statute in order to receive an original permit (Section 40-19-270, Regulation 57-10) and in order to renew a license (Section 40-19-230(F), Regulation 57-15). Neither statute nor

regulation say that certain inspection items can be missing or out of order. The Committee recommended that each inspection item be marked “yes” or “no” and not graded on a subjective scale. If something is a “no,” they recommended the inspectors communicate the issue with the representative of the establishment and re-inspect the establishment in thirty (30) business days for compliance. If the funeral establishment is still not in compliance, the Committee recommended that the inspectors file a complaint with the Agency’s Office of Investigations and Enforcement. From there, the complaint would go to the Board’s Investigative Review Committee for advice, and the Board would ultimately determine whether or not to allow renewal of the license, sanction the establishment, or take any other action as deemed appropriate. There was discussion about situations inspectors may find in the field that are not in the Board’s jurisdiction but still possible violations. These are generally issues found in the embalming room. The Committee suggested reviewing issues that could harm employees with the funeral home manager, and reporting these issues to the appropriate agencies, such as the Occupational Health and Safety Administration (OSHA).

#### **Implementation Plan:**

I presented the Inspections Committee Recommendations to the South Carolina State Board of Funeral Service at their February 20-21, 2019 Board meeting. The Board voted to accept the Committees recommendations, but they requested a copy of the new inspections form for final approval, which will be presented to them at their April 23-24, 2019 meeting. Once they approve the form itself, the inspectors will begin using the new form in the field, but the Committee’s recommended guidelines and actions, including the inspector’s ability to file complaints with Agency, are effective immediately.



As we found the tracking and collection of inspections themselves to be cumbersome and almost impossible, I approached the Deputy Director over the Professional Occupational Division (POL), that the Funeral Board, the Office of Board Services (OBS), is under, about creating a better way to document and track inspections. After discussing the matter with the Deputy Director, the Assistant Deputy Director, and the Chief Inspector, I learned that the inspection program used in ReLAES, called Mobitask, is customizable. It can be tailored to meet the Board's needs, including having each item in the inspections guidelines, both required items and the general information sections, explicitly listed for the inspectors to select a yes or no reply. Not only will this give the inspectors the ease of being able to do everything online and email to the permit holder immediately, it will provide explicit documentation of everything the inspector inspected, and it will provide searchable data. For instance, if we want to know which inspection violations are most common the data can be pulled and shown in a report based on actual inspections. Right now, there is no quantifiable data shown in queries, although basic information is available.

Unfortunately, the cost associated with Mobitask was a barrier in the past to customizing it in a way to best meet the needs of the Funeral Board. The cost of customization may still be a barrier, but the Chief Inspector is in the process of using the Board's approved inspection guidelines to get a quote on the cost. If the cost is prohibitive, our plan is to work with our programmers in-house, through our Department of Technology & Security (DOTS), to create a fillable form that our inspectors can use in the field that will also be searchable when we have a need for data.

While some of the timeframe to accomplish the electronic versions of inspections process documentation is out of my hands, it is my goal to have the process paperless by June 30, 2019.

I believe that should be enough time for the Agency to determine whether or not customizing Mobitask is cost effective and for programmers at the Agency to create an electronic format in the event we choose to not continue on the Mobitask route.

#### **Evaluation Method:**

Once the new inspections system is in place, I will work with DOTS to determine a method for analyzing inspections data. Initially, I would like to analyze the data quarterly, and then semiannually after the first year. I think it is important that we look at data showing us how many establishments were inspected, how many required re-inspection, what violations inspectors find when they inspect, and how many complaints inspectors filed. That data will be useful in letting us know how compliant licensees are, how we can do a better job educating licensees, and how we may need to act to better protect the public. It will also be useful to the Board when they evaluate their regulations to determine what is effective and useful, what needs to be updated or revised, and what may not need to be included in the inspection regulations at all.

#### **Summary and Recommendations:**

It is important for a regulatory board with inspections requirements to regularly review and analyze their processes. The South Carolina State Board of Funeral Service had not done so in many years, and we started to find that there was little way to measure results of inspections to know whether or not they were effective or accurate since there was no objective data. For the most part, the results of inspections were only to be found in the memories of the inspectors. There were no guidelines to let inspectors know what constitutes a pass on a funeral establishment inspection, even though funeral homes are statutorily required to pass an

inspection. When we looked to see if the inspection guidelines inspectors used followed statute and regulation, we found that there were things that the Board and inspectors desire to see an establishment have, but that there was no authority for inspectors to inspect. During this project, we were able to bring the inspection guidelines into compliance.

The inspectors for the South Carolina State Board of Funeral Service are subject matter experts as licensed funeral directors and embalmers themselves, and they work hard to make sure licensees are in compliance when they inspect funeral homes. It is important that we utilize their knowledge and look to them for guidance about the inspections process. It is my hope that as we move forward, the Board Administrator, the inspectors, and the Board will work together to routinely review inspections criteria. The funeral industry is a rapidly changing field, and we must work together in order to make sure what we do is current with the needs of the profession and of the public.

# ANNUAL REPORT

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FISCAL YEAR 2018 (JULY 1, 2017 – JUNE 30, 2018)

South Carolina Department of Labor, Licensing and Regulation  
110 CENTERVIEW DRIVE | COLUMBIA, SC 29211

## Board of Funeral Service

The Board of Funeral Service regulates standards for funeral service, including embalmers and funeral directors. The Board issues funeral home permits and licenses, provides regular inspections for funeral homes, and keeps records of apprentices. The Board maintains a file of public complaints concerning licensees and the disposition of complaints.

<b>Mailing Address:</b>	110 Centerview Drive, Kingstree Bldg., Suite 201 PO Box 11329 Columbia, SC 29211-1329
<b>Telephone:</b>	(803) 896-4497
<b>Fax:</b>	(803) 896-4554
<b>Website:</b>	<a href="http://www.llr.sc.gov/POL/Funeral">www.llr.sc.gov/POL/Funeral</a>
<b>Administrator:</b>	Amy Holleman <a href="mailto:amy.holleman@llr.sc.gov">amy.holleman@llr.sc.gov</a>
<b>Assistant Deputy Director:</b>	Robbie Boland
<b>Board Established:</b>	1955
<b>S.C. Code of Laws:</b>	40-19-5, et.seq.
<b>Regulation:</b>	57-01, et. seq.
<b>Board Member Slots:</b>	11
<b>How appointed:</b>	By the Governor
<b>Board Meetings:</b>	6 Annually
<b>Number of states and jurisdictions that license same profession:</b>	50 states, 0 jurisdictions
<b>Licensing Period:</b>	Biennially, Expires June 30 <sup>th</sup> (even years)
<b>Endorsement/Reciprocity Accepted:</b>	Endorsement
<b>Total:</b>	<b>2,474</b>
<b>Funeral Chapel:</b>	18
<b>Funeral Crematory:</b>	79
<b>Funeral Director:</b>	510
<b>Funeral Director Apprentice:</b>	73
<b>Funeral Director Student:</b>	8
<b>Funeral Director and Embalmer (Dual License):</b>	955
<b>Funeral Director and Embalmer Apprentice:</b>	89
<b>Funeral Director and Embalmer Student:</b>	50
<b>Funeral Embalmer:</b>	6
<b>Funeral Embalmer Apprentice:</b>	12
<b>Funeral Embalmer Student:</b>	193
<b>Funeral Establishments:</b>	378
<b>Funeral Home Additional Facility:</b>	95
<b>Retail Sales Outlet (Casket Store):</b>	8
<b>Complaints Received:</b>	80
<b>Investigations:</b>	96
<b>Inspections:</b>	596
<b>Dispositions:</b>	39

## Appendix B

### South Carolina Code of Laws SECTION 40-19-20. Definitions.

As used in this chapter:

(1) "Advertisement" means the publication, dissemination, circulation, or placing before the public an announcement or statement in a newspaper, magazine, or other publication in the form of a book, notice, circular, pamphlet, letter, handbill, poster, bill, sign, placard, card, label, or tag, or over radio, television, or Internet. The term does not include funeral or death notices and obituaries.

(2) "Aiding and abetting" means allowing or permitting an Internet service provider, unlicensed person, establishment, or entity to engage in the practice of funeral service, embalming, cremating, or conducting business as a funeral home, funeral establishment, crematory, or mortuary; provided, however, that 'aiding and abetting' does not include the publication, dissemination, circulation, or placing before the public by an Internet service provider of an advertisement prepared by an unaffiliated or unlicensed person or entity.

(3) "Apprentice" means a person who is preparing to become licensed for the practice of embalming and funeral directing under the supervision and instruction of a person licensed for the practice in this State and who is registered with the board pursuant to Section 40-19-120.

(4) "Board" means the South Carolina State Board of Funeral Service.

(5) "Branch funeral home" means an establishment separate and apart from the licensed parent funeral home that has embalming facilities, a chapel, a lay-out room, or a sales room, or any combination of these.

(6) "Cremation" means the reduction of the dead body by intense heat to residue.

(7) "Crematory" means an establishment in which the dead body is reduced to residue by intense heat.

(8) "Disposition" means the final disposal of the body whether by earth interment, aboveground burial, cremation, burial at sea, or delivery to a medical institution for lawful dissection and experimentation or removal from the State pursuant to obtaining a burial transit permit.

(9) "Embalmer" means a person licensed by the board to disinfect and preserve or attempt to disinfect and preserve the dead human body, entirely or in part, by the use of application of chemicals, fluids, or gases, externally or internally, or both, by their introduction into the body by vascular or hypodermic injections, by direct application into the organs or cavities, or by other method and includes the restoration or attempted restoration of the appearance of the dead human body.

(10) "Embalming" means the disinfection of the dead human body by replacing certain body fluids with preserving and disinfecting chemicals.

(11) "Funeral director" means a person licensed by the board to engage for hire or profit in the profession of arranging, directing, or supervising funerals.

(12) "Funeral home", "funeral establishment", or "mortuary" means an establishment where the practice of funeral service and embalming is practiced. All of these establishments must include the following facilities:

- (a) a chapel or parlor in which funeral services may be conducted;
  - (b) a preparation room equipped with a sanitary floor and necessary drainage, ventilation, necessary approved tables, hot and cold running water, and a sink separate from table drainage, instruments, and supplies for the preparation and embalming of dead human bodies;
  - (c) a room containing a displayed stock of at least six adult caskets and other necessary funeral supplies;
  - (d) at least one motor hearse for transporting casketed human remains.
- (13) "Funeral merchandise" means that personal property used in connection with the conduct of funerals or with the transportation and final disposition of a dead human body including, but not limited to, caskets, cremation caskets, urns, and burial clothing. The term does not mean mausoleum crypts, interment receptacles preset in a cemetery, and columbarium niches.
- (14) "Funeral service" or "funeral" means a period following death in which there are religious services or other rites or ceremonies with the body of the deceased present.
- (15) "Graveside service" means a rite or ceremony held only at graveside, which is not generally construed as the committal service which follows a funeral.
- (16) "Inspector" means an inspector employed by the Department of Labor, Licensing and Regulation.
- (17) "Manager" means a licensed funeral director who has been licensed in this State for at least one year, who is a full-time regular employee, and who is responsible for and has the binding authority from the owner for the day-to-day management of funeral establishments or crematories including compliance with all applicable laws governed by this chapter and Chapters 7 and 8, Title 32.
- (18) "Memorial service" means a gathering of persons for a program in recognition of a death without the presence of the body of the deceased.
- (19) "Practice of funeral service" means:
- (a) engaging in providing shelter, care, and custody of the human dead;
  - (b) the practice of preparing the human dead by embalming or other methods for burial or other disposition;
  - (c) arranging for the transportation of the human dead;
  - (d) making arrangements at or before the time of death, financial or otherwise, including arrangements for cremation, for providing these services, or the sale of funeral merchandise, whether for present or future use; provided, that no funeral director, embalmer, funeral company, cemetery, or related entity shall charge a fee for the assignment to the funeral director, embalmer, funeral company, cemetery, or related entity of an insurance policy providing burial expenses, excluding preneed contracts as provided in Section 32-7-35; and
  - (e) engaging in the practice or performing any functions of funeral directing or embalming as presently recognized by persons engaged in these functions.

(20) "Retail sales outlet" means an establishment wherein funeral merchandise is sold or provided, or both, to the general public. A retail sales outlet may not contain lay-out or chapel facilities and is restricted solely to the sale of funeral merchandise and may not handle or arrange for the handling or disposition, or both, of dead human remains and may not offer or execute preneed funeral contracts, except as authorized by Chapter 7, Title 32.

(21) "Owner" means a sole proprietor, partnership, limited partnership, corporation, limited liability corporation, or any business entity possessing authority and control over a funeral establishment.





# S.C. Department of Labor, Licensing and Regulation

P.O.Box 11329 Columbia, SC 29211 (P) 803-896-4470 (F) 803-896-4656

[www.llr.state.sc.us](http://www.llr.state.sc.us)



## Funeral Home Report of Inspection

Funeral Home:	<input type="text"/>	Inspection Date:	<input type="text"/>
Permit Number:	<input type="text"/>	Expiration:	<input type="text"/>
<input checked="" type="radio"/> Routine Inspection <input type="radio"/> Re-Inspection <input type="radio"/> New Facility Inspection			

### Location

Address:

Type of Facility:

### Contact

Manager:

License #  Expires:

Embalmer:

License #  Expires:

## Report

Inspector  
comments:

Inspection Result:  FollowUp Date:

### Inspector

Name:

Signed On:

Inspector Signature:

### Manager/Representative

Name:

Signed On:

Representative Signature:

Email Address:

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## Violations and Warnings

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South Carolina Department of Labor, Licensing and Regulation  
Board of Funeral Service

110 Centerview Drive  
P. O. Box 11329  
Columbia, South Carolina 29211-1329  
(803) 896-4497 FAX (803) 896-4554

Internet: [www.llr.sc.gov/pol/funeral](http://www.llr.sc.gov/pol/funeral) Email: [contact.funeral@llr.sc.gov](mailto:contact.funeral@llr.sc.gov)



No.

INSPECTION REPORT

☐ Routine Inspection ☐ Re-Inspection ☐ New Facility Inspection

Facility Name \_\_\_\_\_ Permit No. \_\_\_\_\_ Expires \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Address \_\_\_\_\_  
County Phone Fax

Type of Facility: ☐ Parent ☐ Branch ☐ Chapel ☐ Retail Sales

Manager \_\_\_\_\_ License No. \_\_\_\_\_ Expires \_\_\_\_\_

Embalmer \_\_\_\_\_ License No. \_\_\_\_\_ Expires \_\_\_\_\_

Last Inspection Report on display	Yes	No		
Permit conspicuously displayed?	Yes	No		
Manager’s License conspicuously displayed?	Yes	No		
Embalmer’s License conspicuously displayed?	Yes	No		
Pre-need License conspicuously displayed?	Yes	No		
Manager within 25 miles of facility accessible?	Yes	No		
All buildings comply with building and fire codes?	Yes	No		
Motor Hearse	Yes	No		
Public restroom (readily accessible, clean and well stocked)	Good	Satisfactory	Poor	None
General conditions of facility	Good	Satisfactory	Poor	None

Price Lists:

Price in or on Casket	Yes	No
Price in or on Vault	Yes	No
Statement of goods and services	Yes	No

Sales Room:

Number of displayed caskets of different types _____	Casket Price List Displayed?	Yes	No
Outer Burial Container price list? Yes No			
General Price List displayed? Yes No	Itemized _____	Package Prices _____	
Does firm sell Pre-need Life Insurance? Yes No			

If so please provide Pre-need License. # \_\_\_\_\_

Preparation/Embalming Room:

Structural Condition and size (at least 90 sq. ft.)	Good	Satisfactory	Poor	
Plumbing (hot and cold running water)	Good	Satisfactory	Poor	None
Backflow protection and drainage	Good	Satisfactory	Poor	None
Ventilating exhaust fan (screened, air exchange of 12 times per hour to outside)	Good	Satisfactory	Poor	None
Sanitary floor covering	Good	Satisfactory	Poor	None
Sanitary waste receptacle	Good	Satisfactory	Poor	None
Eye wash station and shower head	Good	Satisfactory	Poor	None
Instruments and supplies	Good	Satisfactory	Poor	None
Hazardous Waste Receptacle	Yes	No		

Minimum instruments and supplies shall consist of: embalming machine (or gravity bottle or bulb or hand pump), at least one scalpel, at least two aneurysm needles, assorted canulae, suture needles, trocar, hydro aspirator or electric aspirator, antiseptic soap, 12 bottles of arterial fluid and 2 bottles of cavity fluid. If an aspirator is installed, it must be equipped with a backflow preventor.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Passed ☐ Failed ☐ (Follow-up inspection due on \_\_\_\_\_)

Manager or Representative \_\_\_\_\_ Date \_\_\_\_\_ Inspector \_\_\_\_\_



South Carolina Department of Labor, Licensing and Regulation  
Board of Funeral Service

110 Centerview Drive  
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Internet: [www.llronline.com](http://www.llronline.com) Email: [contact.funeral@llr.sc.gov](mailto:contact.funeral@llr.sc.gov)



No.

**INSPECTION REPORT**

☐ Routine Inspection ☐ Re-Inspection ☐ New Facility Inspection

Facility Name \_\_\_\_\_ Permit No. \_\_\_\_\_ Expires \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Address \_\_\_\_\_  
County Phone Fax

Type of Facility: ☐ Parent ☐ Branch ☐ Chapel ☐ Retail Sales

Manager \_\_\_\_\_ License No. \_\_\_\_\_ Expires \_\_\_\_\_

Embalmer \_\_\_\_\_ License No. \_\_\_\_\_ Expires \_\_\_\_\_

Permit conspicuously displayed?	Yes	No
Manager lives within 25 miles of facility (SCDL verified)?	Yes	No
All buildings comply with building and fire codes (Initial inspection only)?	Yes	No
Motor Hearse - Working and Registration Current?	Yes	No
Public restroom – Handicapped Accessible	Yes	No
Water fountains – Accessible and Throughout the Facility	Yes	No
Chapel and/or Parlor Safe and Clean	Yes	No

**Contract/Merchandise Price Lists and Sales Room:**

Statement of goods and services	Yes	No
At least six caskets on premises?	Yes	No
Casket Price List?	Yes	No
Outer Burial Container price list?	Yes	No
General Price List?	Yes	No

**Preparation/Embalming Room:**

At least 100 square feet	Yes	No
Plumbing (hot and cold running water)	Yes	No
Separate Sink from Drainage Table	Yes	No
Backflow protection	Yes	No
Ventilating exhaust fan (screened, air exchange of 12 times per hour to outside)	Yes	No
Sanitary floor covering	Yes	No
Sanitary waste receptacle	Yes	No
Eye wash station and shower head (OSHA approved)	Yes	No
Approved Tables – nonporous surface with a drain	Yes	No
Hazardous Waste Receptacle	Yes	No

**Minimum Instruments and Supplies:**

Embalming machine (or gravity bottle or bulb or hand pump)	Yes	No
Scalpel (at least one)	Yes	No
Aneurysm Needle (at least two)	Yes	No
Assorted Canulae	Yes	No
Suture Needles	Yes	No
Trocar	Yes	No
Hydro aspirator or electric aspirator	Yes	No
If an aspirator is installed, it must be equipped with a backflow preventer on the facility's water system	Yes	No
Antiseptic Soap	Yes	No
Arterial Fluid (12 bottles)	Yes	No
Cavity Fluid (two bottles)	Yes	No

**General Information (Does not factor into pass or fail)**

Last Inspection Report on display	Yes	No
Manager's License conspicuously displayed?	Yes	No
Embalmer's License conspicuously displayed?	Yes	No
Pre-need License conspicuously displayed?	Yes	No
Price in or on Casket	Yes	No
Price in or on Vault	Yes	No

Does firm sell Pre-need Life Insurance?

Yes

No

If so please provide Pre-need License. #

Comments:

Passed

Failed

(Follow-up inspection due on

Manager or Representative

Date

Inspector